

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 3540 - Transportation)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The IEP team shall communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. 3250 - Transportation Fees)

Special Education Services should represent the Transportation Department and their policies and procedures during the IEP process. The Director of Transportation may designate a representative from the Transportation Department to represent transportation issues during an IEP meeting when it is known that there will be detailed discussions of transportation issues. If the Special Education Department is aware of unusual or special transportation needs, a member of the Transportation Department should be present during the IEP process.

Pertinent issues of a student's transportation needs, such as wheelchair/stroller, car seats, medical needs, disciplinary issues, and other particular needs, must be noted in the IEP.

The above information must then be communicated to the Transportation Department for scheduling of the student using PUSD Form T-7.

(cf. 5131.1 - Bus Conduct)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

The Director of Transportation will make available for each parent/guardian of a special education student requiring transportation services information for parent/guardians, Special Education Handbook, and instructions pertaining to wheelchairs/strollers, car seats, and other transportation devices. The Transportation Department will also provide a parent/guardian release form for each special education student receiving transportation services. A current and correct parent/guardian release form should be on file in the Transportation Department at all times. Student release authorization may be included within the Special Education Transportation request form.

The information provided in the above materials will include pick-up/drop-off procedures, illness, suspension of transportation services, guidelines for wheelchairs, strollers, car seats, and other transportation devices, discipline procedures, and general knowledge handbook for parents and staff.

All parents/guardians will receive the necessary information on a yearly basis or as needed.

Student Pick-Up

1. Buses will wait one minute beyond the scheduled pick-up time before departing.
2. Transportation will not be rerouted to pick up students who are not available at their regularly scheduled time.
3. Parents/guardians must arrange to get their students to the curb or loading point for pick-up.

Student Drop Off

1. Parents/guardians must designate the names of individuals to whom students may be released.
2. Parents/guardians should allow approximately a quarter of an hour for variance in the bus schedules in curb-to-curb service.
3. Special Education students who have been designated as "must be met" will not be released from the bus if the listed parent/guardian, or designee, is not present. Students not met at the scheduled drop-off time will be returned to their school. The parent/guardian will be contacted by school personnel for the pick-up of their child. If unable to do so, Child Protective Services will be contacted.
4. Students will be picked up/dropped off at a maximum of two pre-arranged locations within the boundaries of their PUSD home school or school of attendance only.

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Notification of Illness

1. Parents should contact the Transportation Department if the child does not need transportation.
2. Transportation will not recommence until the parent/guardian calls Transportation and requests such.
3. Official notice to stop or reconvene transportation should be requested by the parent directly to a Transportation Department official.

Suspension of Transportation

After three consecutive attempts to pick up a scheduled student who is not present, transportation will be suspended until the parents request that it be reconvened.

Change of Location/Address

Permanent changes of pick-up/drop-off locations must be arranged through the Transportation Department. Transportation will need a minimum of 10 working days to process and route the student.

Field Trips/Extra Curricular Activities

Special Education students are transported to field trips/extra curricular activities sponsored by the district and designated in the IEP.

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3541 - Transportation Routes and Services)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

The Superintendent or designee shall ensure that any mobile seating devices used on district buses are compatible with bus securement systems required by 49 CFR 571.222. (Education Code 56195.8)

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district, including the district's transportation fee structure and electronic bus pass system.

Wheelchair/Stroller or other Transportation Devices

1. Students who cannot physically walk or board a school bus with reasonable assistance of the school bus driver may be required to be transported in a pre-approved wheelchair/stroller or other transportation device.
2. Pre-school children may be exempt from this procedure due to physical size and unnecessary need of a wheelchair or stroller. Maximum weight of such students shall not exceed sixty (60) pounds or six years of age.
3. Wheelchairs/strollers and other transportation devices will be inspected at least once each school year or as deemed necessary for the safety of our students.
4. Wheelchairs/strollers and other transportation devices which do not conform to the following minimal standards will not be transported in a Poway Unified School District vehicle

Frame

1. Maintenance of the frame is the responsibility of the owner.
2. Frame shall be free of structural flaws such as cracks, depressions, or abnormal sign of wear or strain
3. All fasteners should meet the manufacturer's specifications.

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Brakes

All wheelchairs transported shall have brakes (13 CCR 1293). The following items will pertain to the brakes:

1. Maintenance of the braking systems is the responsibility of the owner.
2. Manual chairs will have a braking system which secures two wheels. Electric wheelchairs shall be capable of being locked in gear or have an independent locking system.
3. Shall be maintained to hold the chair in place while on the wheelchair lift and on board the bus.

Restraining Belts

All wheelchairs transported shall have restraining belts or an approved securement device. The following shall pertain to the restraining belts:

1. Maintenance of restraining belts is the responsibility of the owner.
2. Shall be of the webbed type.
3. Belt buckle shall have a manual release (Velcro, snaps, plastic clasps, etc. are NOT acceptable).
4. Shall be fastened to the frame of the chair. (Wrapping the belt around the student is not acceptable.) Belt must be fastened to the frame in such a manner to allow a bolt to pass through the belt, the frame, and through the belt a second time.

Batteries (13 CAC 1293)

The following shall pertain to batteries attached to wheelchairs:

1. Maintenance of wheelchair batteries is the responsibility of the owner.
2. Shall be both leak resistant and spill resistant or shall be placed in a leak resistant container.
3. Shall be secured to the frame by a properly maintained battery hold-down in such a manner as to prevent separation from the frame in an accident. The hold-down or battery shall be fastened to the frame to prevent no more than one-quarter of an inch movement.

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Foot Rest

Wheelchairs transported shall be equipped with footrests whenever applicable. The footrests must be:

1. Maintained by the owner of the wheelchair.
2. Adjusted so the student's feet are able to rest on the platform.
3. Secured firmly to the frame.

Wheels

Wheelchairs transported will have wheels which shall be:

1. Maintained by the owner of the wheelchair.
2. In good working order.
3. Secured to the chair with no more than one-sixteenth of an inch actual movement.

For spoked wheels:

1. Maintained by the owner of the wheelchair.
2. Wheels shall have all spokes. Spokes shall be tightened and not broken to ensure maximum stability.

Upholstery

1. Maintenance of the upholstery is the responsibility of the owner.
2. Owners must ensure that the seat and back portion of the upholstery are in good repair.
3. Owners must ensure there are no sharp edges or excessive wear on the upholstery.

Specialized Wheelchairs

Mulholland-type chairs shall have at least four supports, one being connected from each corner of the seat of the chair to the base of the framework.

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Custom-Made/Homemade Wheelchairs

Parent should take the necessary precautions to assure that the wheelchair, stroller, or other transportation device selected for their student provides for their safety when used in vehicle transportation.

Notice: Homemade or custom-made chairs may not provide the necessary protection in design when used in vehicular transportation. Homemade/custom chair/devices must be in compliance with state laws/regulations.

Safety Vests and Seat Belt Locks/Buckle Guards

After consultation with parents, school personnel, and the Transportation Department, it may be necessary to transport some children in a safety vest or to use seat belt locks and buckle guards to ensure that students remain seated while the school bus is in motion.

Oxygen

Oxygen may be transported on bus if it is secured to wheel chair or bus.

Legal Reference: (see next page)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Legal Reference:

EDUCATION CODE

39807.5 *Payment of transportation cost*
39839 *Guide dogs, signal dogs, and service dogs on bus*
41850-41854 *Allowances for transportation*
48300-48315 *Alternative interdistrict attendance program*
48915.5 *Expulsion of students with exceptional needs*
56040 *No cost for special education and related services*
56195.8 *Adoption of policies*
56327 *Assessment for special education and related services*
56345 *Individualized education program*
56365-56366.1 *Nonpublic nonsectarian schools or agencies*

CIVIL CODE

54.1-54.2 *Service animals*

CODE OF REGULATIONS, TITLE 5

15243 *Physically handicapped minors*

15271 *Exclusion from report*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 *Definitions*

35.136 *Service animals*

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 *Equal opportunity under the Rehabilitation Act of 1973, Section 504*

300.1-300.818 *Individuals with Disabilities Education Act, especially:*

300.34 *Transportation defined as related service*

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 *Federal requirements for bus securement systems*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Special Education Transportation Guidelines

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>